

# Fire Permit Submission

## What is a Fire Permit?

A Fire Permit is approval to repair, install, modify, and remove fire protection systems such as:

- › Fire alarms.
- › Water-based automatic suppression systems.
- › Underground mains serving hydrants and/or automatic fire sprinklers.
- › Chemical and gaseous agent extinguishing systems.
- › Installation and removal of aboveground and underground tanks used for flammable or combustible liquid.

## What licenses are required to obtain a Fire Permit?

A City of Orlando business license is required only if the business is within the city limits along with the following:

| SCOPE OF WORK   | LICENSE REQUIRED  |
|---|---|
| Automatic sprinkler systems   | Fire Contractor I or II   |
| Automatic sprinkler systems installed in one and two family detached dwellings  | Fire Contractor I, II, or IV  |
| Underground mains dedicated to fire protection systems only; including hydrants | Fire Contractor I, II, or V   |
| Underground mains serving combined fire and domestic systems                    | Fire Contractor I, II, or V<br>Underground Utility Contractor (CU) or<br>Excavation Contractor (RU) |
| Gaseous, foam, or chemical extinguishing systems                                | Fire Contractor III   |
| Pre-engineered systems  | Fire Equipment Dealer   |
| Fire alarm systems  | Electrical Contractor (EC)<br>or Alarm Systems Contractor (EF)                                      |
| Above ground tank installations   | Pollutant Storage Systems Contractor (PC)<br>General Contractor (GC)                                |
| Underground tank installations  | Pollutant Storage Systems Contractor (PC)<br>General Contractor (GC) up to 110 gallons              |

## PARKING

For extended visits to our office, please park your vehicle in the City Commons parking garage located on the west side of Boone Avenue behind City Hall. We will be happy to validate your parking for the length of your visit. Also, up to two hours of free parking is available in the lot at the southeast corner of South Street and Orange Avenue for City Hall business only. This regulation is strictly enforced 24 hours a day.

## GENERAL INFORMATION

Visit our web site at:

[www.cityoforlando.net/permits](http://www.cityoforlando.net/permits)

**Office Hours 8 a.m. - 5 p.m.**

Orlando City Hall

400 South Orange Avenue, First Floor

P.O. Box 4990

Orlando, Florida 32802-4990

**Phone 407.246.2271**

**Fax 407.246.2882**

**PROMPT 407.246.4444**

To obtain plans review status, schedule or cancel an inspection and obtain inspection results, please call PROMPT, our Interactive Response system at 407.246.4444.



**CITY OF ORLANDO**  
ECONOMIC DEVELOPMENT  
PERMITTING SERVICES



The Florida State Fire Marshal issues Fire Contractor I through V and Fire Equipment Dealer licenses.

The Florida Department of Business Regulation (DBPR) issues the following licenses:

- › Electrical Contractor (EC).
- › Alarm Systems Contractor (EF).
- › General Contractor (GC).
- › Contractor (PC).
- › Underground Utility Contractor (CU).
- › Excavation Contractor (RU).

For additional information on City of Orlando Business Licenses, please contact our office. For additional information on state-issued licenses, please contact the following:

**Florida State Fire Marshal, Orlando Field Office**

3655 Maguire Blvd., Suite 101, Orlando, FL 32803  
407.893.3655 • <http://www.fldfs.com/>

**Department of Business and Professional Regulation Construction Industry Licensing Board**

1940 North Monroe St., Tallahassee, FL 32399  
850.487.1395 • <http://www.state.fl.us/dbpr/>

### How do I apply for a Fire Permit?

Complete a Fire Permit application and submit the form along with 3 sets of shop drawings. Application forms are available in our office or by visiting our website.

### What information is needed on the shop drawings?

- › Reference to the Florida Fire Prevention Code and appropriate National Fire Protection Association (NFPA) codes and editions.
- › The manufacturer product literature for all materials.
- › For installation of fire alarms, provide plans and battery calculations in accordance with NFPA 72 (2002 edition).
- › For fire sprinkler systems, include hydraulic calculations in accordance with NFPA 13 (2002 edition).
- › For above/underground tanks, show the manufacture's specification and listing for the tank, location, distance to buildings, buoyancy calculations, tie-downs, and spill containment method in accordance with NFPA 30 (2003 edition).
- › For chemical suppression systems, indicate pipe sizes, plenum nozzle coverage, flow point information, and location of remote pull station.
- › For gaseous suppression agents, the agent type and quantity, the description of hazard and application type, and the design concentration and calculations.

### When are signed and sealed documents required?

The Florida Building Code, Section 106, and the Florida Administrative Code, Section 61G15-32, requires that during Building Permit application, plans for fire sprinkler installations involving 50 or more heads and fire alarm installations with a cost greater than \$5,000 be signed and sealed from a registered professional engineer. Otherwise, a licensed Fire Contractor or Electrical Contractor can design and create the plans. Also, if installations are not associated with a building permit but include a fire sprinkler systems involving 50 or more heads or fire alarm installations with a cost greater than \$5,000, three sets of signed and sealed drawings by a registered professional engineer are needed. Otherwise, a licensed Fire Contractor or Electrical Contractor can design and create the three sets of plans that are to be submitted.

### How long will it take to get a permit?

Currently, the initial review will be completed within 10 working days of submittal. If the project is a "small job" (i.e. 10 minor components or less for an existing system), the review is completed within two business days.

### How can I check the status of my project?

When the plans reviewer has completed each review, you will receive a fax showing the review activities and conditions. To obtain plan review status, please call "PROMPT," our Interactive Voice Response system at 407.246.4444. Have your case number available.

### When can I submit revisions?

Plan revisions may not be submitted until all disciplines have completed their plan reviews. Turnaround time for revision review is dependent on the scope of the changes. All revisions should be accompanied with a written narrative describing the changes, and the changes need to be clearly identified on the plans (i.e.- revision clouds).

### How much will my permit cost?

Commercial and residential fee schedules are available in our office or by visiting our website. The permit fee is due when the permit is issued.

### How do I schedule an inspection?

The following types of inspections are offered for fire permits:

- › Alarm system.
- › Underground main (visual).
- › Underground main (flush).
- › Underground main (hydro).
- › Hydrant flow.
- › Aboveground hydro (sprinkler system).
- › Sprinkler/standpipe.
- › Fire pump.
- › Chemical/gaseous agent.
- › Fuel tank.
- › Sprinkler system alteration.

To schedule an inspection, call "PROMPT," our Interactive Voice Response system at 407.246.4444. "PROMPT" brochures are available at our office or by visiting our web site.

### What other related activities will require a Fire Permit?

In addition to the items identified in the first section, the Office of Permitting Services processes other types of fire activities for the Fire Safety Management Division of the Orlando Fire Department. Application forms are available in our office or by visiting our website. The following is a list of the other related activities available:

**Burn Permits** A permit is required for all open burning within the city limits. Initial application is made at the Office of Permitting Services. You will be given the phone number to contact the Orlando Fire Department District Chief to set up a pre-burn inspection. The Fire Department representative will make a site visit to the property. If all conditions comply with their approval and you have a copy of the paid invoice, the permit will be signed, indicating its approval.

### Department of Children and Family Services Inspection/DCF

This is not a permit; it is a request for an inspection of facilities such as: day care facilities, assisted living facilities, foster homes, and adult group homes. The customer completes and submits the application to the Office of Permitting Services for processing. A copy of the Inspection Request with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

### Special Effects/Pyrotechnics Permit

This is a permit required for all shows or displays using pyrotechnics, special effects, or flame effects. An application is completed at the Office of Permitting Services. Then a copy of the Inspection Request along with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

### Temporary Place of Assembly Permit

This permit is required for temporary assembly in any building or room over 1500 square feet (including outside tents) for the purpose of putting on a show, exposition, dance, dinner, or any other reason in which partitions, curtains, tables and/or chairs will be arranged. The Office of Permitting Services will process the application. After processing, a copy of the Inspection Request with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

### Flammable-Combustible Liquid Storage/Hazardous Material Storage Permit

This permit is needed for every installation of fuel tanks, or modification of existing fuel capacity, removal, abandonment, defueling, or slurry fill of storage tanks. This permit is also required for the storage, use, handling, or transportation of flammable-combustible liquids or hazardous material. An application is completed and submitted to the Office of Permitting Services. After processing, a copy of the Inspection Request with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

